

Winchburgh Academy

Final Assembly

Qualification Scotland Exam

Respect, Kindness & Ambition



Individual Exam Timetables

- Check them and let Mr. Kerr or Mr. Mitchell know of any issues/queries
- ▶ Take a photo of them using your phone so that you have it to refer to
- ▶ Look after it so that you can refer to it throughout the exam diet
- ▶ Show your parents/carers when you get home (email sent to them this morning)
- ▶ Fill in your SCN crib card and store it safely - bring it with you to your exams so that you can remember your number as you need to write it on the front page of your exam paper.
- ▶ You will also receive a letter indicating opportunities for you to attend school to work with your teacher in the lead up to exams and also to attend immersion mornings/afternoons ahead of your exam

Immersion Days:

- ▶ Strongly encouraged to attend for all subjects you are sitting an exam in
- ▶ Chance to work with your teacher over the course of a full morning/afternoon in the lead up to the exam in that subject

Timetable Classes:

- ▶ Your teacher is available to teach your class at the times you have them on your normal school timetable right up to the exam (throughout the full exam diet)

Notices & Information Boards

- ▶ Check the Qualification Scotland notice board (to the right of the main toilet block)
- ▶ Check and take a picture of the 'Do and Don't' poster on the notice board - this will keep you right
- ▶ This will be updated for each exam and will include your seat number for the exam - you must sit at the seat allocated and record that on the front page of your exam paper
- ▶ Another notice board with the same information on it will be allocated just outside the Auldathie Suite
- ▶ Whichever room you are sitting your exam, there will also be a copy of the register for the exam taking place in that room including who should be there and it will indicate your seat number

QS Invigilators

- ▶ Chief Invigilator is Mrs. Hailstones (employed by Qualification Scotland).
- ▶ Role is to ensure all procedures and rules are followed and lead the team of exam invigilators
- ▶ Invigilators are all recently trained by QS
- ▶ Exam rules/policies/procedures are extremely strict to ensure a fair standard is met across all of Scotland
- ▶ All invigilators of course, will be treated by all of us with respect and kindness at all times - they are in charge of the exam room you are in

Exam Procedures:

Ensure you are full prepared - stationary, and resources required for your exam.

Be outside your exam room at least 10 minutes before your exam start time. It is extremely unlikely that you will be able to access the exam in the event of being late.

Use your own locker to securely store all personal belongings, bags/jackets well in advance so that you can be outside your exam rooms at least 10 minutes prior to your exam start time.

You will not be permitted to enter the exam with mobile phone. If you are seen with it, you will be asked to leave the exam and that will be reported formally to QS (as will any other concern raised by an invigilator)

On the QS noticeboard, check your seat number in advance as this will be the seat you must sit at.

A register will be taken before your exam begins.

In line with QS regulations, exam desks are situated 1.25m apart. Talking or attempts to communicate in any way to another student will result in removal from the exam and the paper being given a mark of 0/no award.

On the front page of your exam paper, add all the information required including your Scottish Candidate Number. Take your SCN card to each of your exams (distributed to you during this assembly).

Exam Procedures:

If you require to communicate with one of the exam invigilators/staff members, put your hand up and they will come to you.

In your preparation, ensure that you will not need to leave the room for any reason. Toilet breaks are not expected and in case of emergency you would be accompanied to ensure the credibility of your assessment.

No food or drink with the exception of water (clear water bottle).

Stay for the full duration of the exam - if you think you have finished, use the time to check your answers, add to them/ensure it is your best possible response.

Wear school uniform.

Fire Evacuation Procedures

- ▶ In the unlikely event that the fire alarm sounds during an exam, your invigilator(s) will support you to evacuate the building immediately in a calm manner.
- ▶ You will leave the exam room and exit the building using the nearest fire exit (via the Theatre if in the Auldathie Suite)
- ▶ Assemble at the side of the school building - on the grass area between the school and the sports hub
- ▶ Your invigilator will supervise until safe re-entry to the building
- ▶ You will be kept apart as much as possible and advised that you must not talk/communicate with other students

Absence

If you simply do not turn up to sit an exam, you will be given NO AWARD.

During the exam diet, if you are seriously ill on the day of an exam and are unable to come in, you must contact the school immediately on the morning of the exam - before 8.30am.

During exams, in addition to the above point, you must get an emergency appointment to see your doctor that day; arrange for a letter from your doctor to be brought to school confirming your illness (this must be done within two days of the exam you missed).

The letter must provide details - simply saying you were ill is not enough. When this has been received, the school will follow procedures to notify QS.

Other Points

Sign up for and use MySQA (as detailed during our Study Skills day in January)

Your result will be communicated with you directly from QS either by post or text (MySQA) on Tuesday 4th August

Any results received that require discussing any course changes for S5 will be arranged - a letter will be sent to you/your parents with relevant information about that.

Exam room areas of the building will be closed off to all others as far as possible - this will all be communicated to all other year groups and staff this week during assemblies. This also applies to you - be respectful to all others sitting exams including noise levels, not being in areas where exams are taking place, leave the area of the exam immediately once you leave the exam room.

Best wishes from all your
teachers and staff.

Work hard, prepare well
and look after yourselves
(and one another).

